

Guide to IELTS Online Registration System

You may register to sit the IELTS test (Paper Based or Computer Delivered versions) at [IELTS Online Registration System](https://ieltsregistration.britishcouncil.org/test-chooser)

On the first page you will find useful information about:

- Registration steps and other information,
- The versions available (Academic or General Training) and
- Link to the Online Registration System for UK Visa and Immigration purposes (IELTS and IELTS Life Skills A1 & B1)

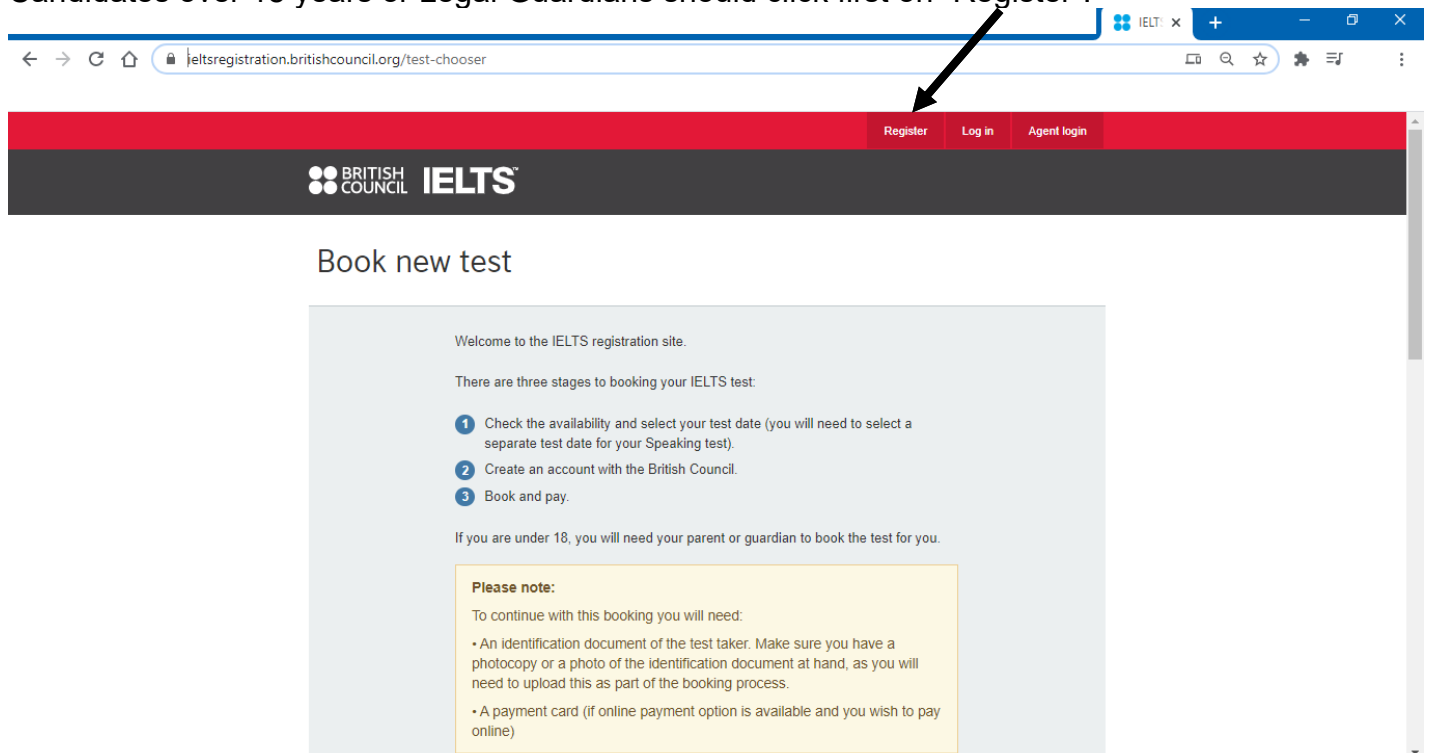
This guide will show you step-by-step how you can register:

- Your dependent if under the age of 18 years or
- Yourself (Candidate over the age of 18 years)

Parents or Legal Guardians: Applying for your dependent (under 18 yo):

In case you are under the age of 18, please ask your legal guardian to open an account under their name and then add your application.

Candidates over 18 years or Legal Guardians should click first on “Register”:



The screenshot shows a web browser window with the URL ieltsregistration.britishcouncil.org/test-chooser. The page has a red header bar with the text "Register", "Log in", and "Agent login". Below the header is a dark grey bar with the "BRITISH COUNCIL IELTS" logo. The main content area is titled "Book new test" and contains the following text:

Welcome to the IELTS registration site.

There are three stages to booking your IELTS test:

- 1 Check the availability and select your test date (you will need to select a separate test date for your Speaking test).
- 2 Create an account with the British Council.
- 3 Book and pay.

If you are under 18, you will need your parent or guardian to book the test for you.

Please note:

To continue with this booking you will need:

- An identification document of the test taker. Make sure you have a photocopy or a photo of the identification document at hand, as you will need to upload this as part of the booking process.
- A payment card (if online payment option is available and you wish to pay online)

In this page (<https://ieltsregistration.britishcouncil.org/register>), you or legal guardians must enter :

The screenshot shows the IELTS registration page. At the top, there is a red navigation bar with links for 'Register', 'Log in', and 'Agent login'. Below this is a dark grey header with the British Council and IELTS logos. The main heading is 'Register with British Council'. A sub-heading states: 'Before you can book a test, you need to create an account.' Below this is a registration form. A yellow box contains a 'Please note:' message: 'The full name and date of birth must match the Identification Document presented at the test location.' The form fields are: 'First / given names:' (text input), 'Surname / family name:' (text input), and 'Date of birth:' (which includes separate inputs for 'Day', 'Month' (a dropdown menu), and 'Year').

- Your or the Legal Guardian's full name (first and Surname),
- Your or the Legal Guardian's date of birth,
- Your or the Legal Guardian's email address, and
- a password (at least 8 characters containing small and capital letters, numbers and special characters like !, ?, @, etc)

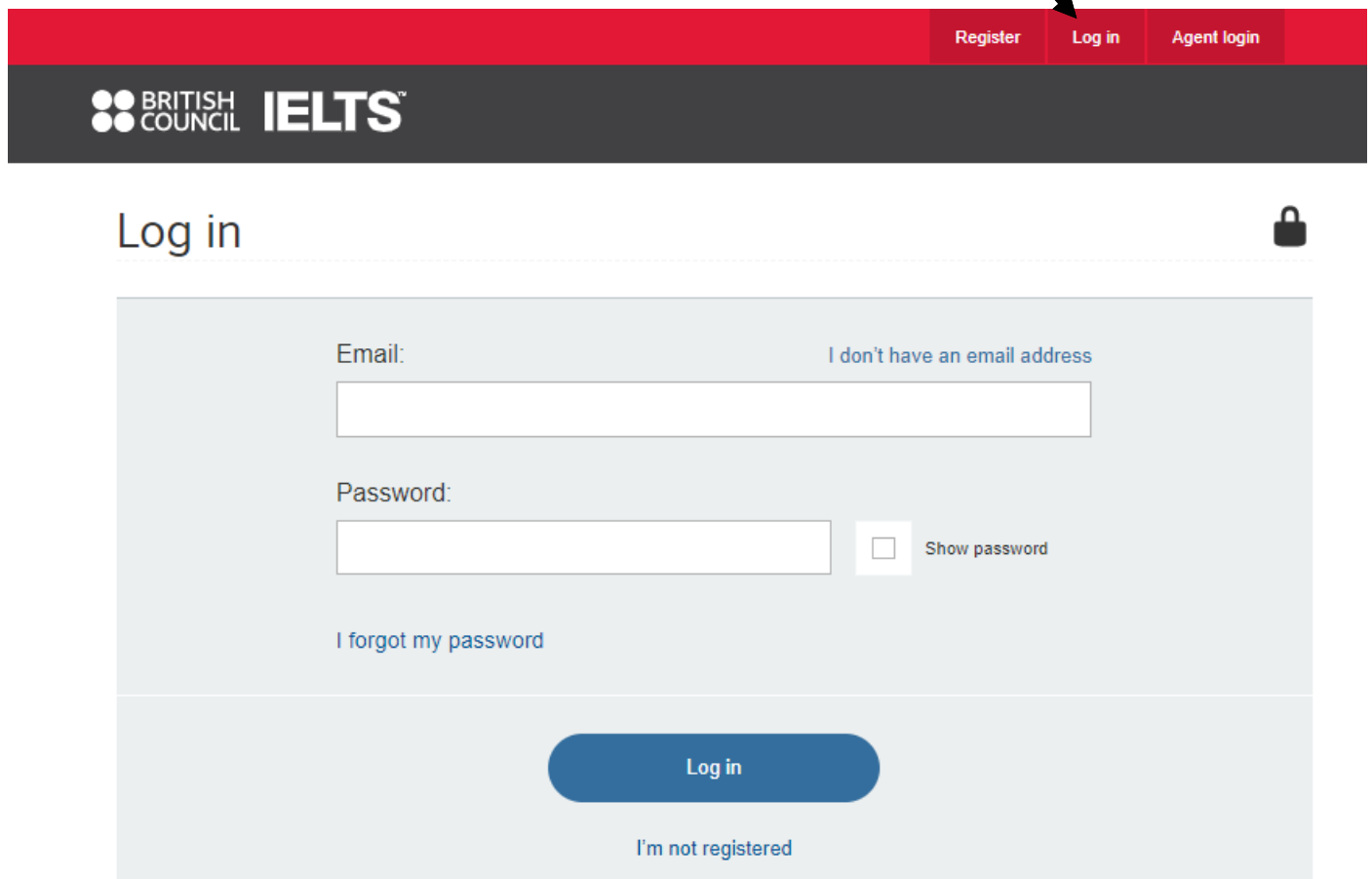
Choose their marketing preferences and read the account registration terms & conditions before completing their registration.

This section is titled 'Your marketing preferences:'. It contains three radio button options:

- ☐ I am happy to receive updates about products, services and events provided or organised by the British Council (including members of the wider British Council group).
- ☐ I am happy to receive information about products, services and events organised by British Council and by third parties selected by the British Council.
- ☐ Please do not send me any marketing updates.

Below these options, a paragraph states: 'The British Council would like to use the information you provide to send details of activities, services and events (including social events) which we think are of interest.' Below this paragraph is a link: '+ Read full notice'. At the bottom of the section, there is a checkbox and the text: 'I agree to the account registration [terms and conditions](#)'.

Once the account is created, you or the legal guardian must click on Login (<https://ieltsregistration.britishcouncil.org/login>)



Register Log in Agent login

BRITISH COUNCIL IELTS™

Log in

Email: [I don't have an email address](#)

Password: ☐ Show password

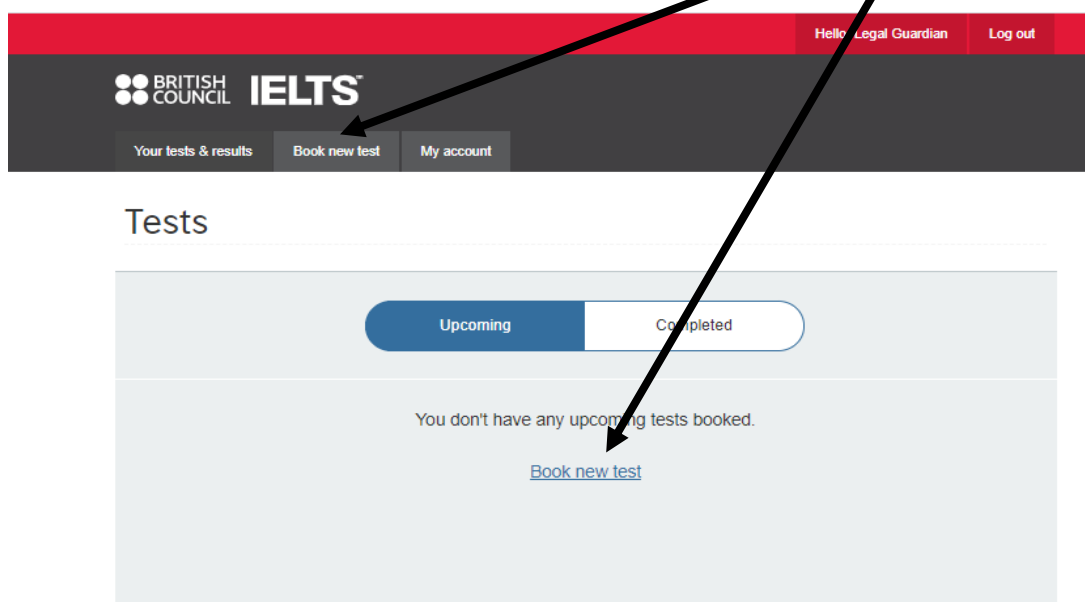
[I forgot my password](#)

Log in

[I'm not registered](#)

This account should be used for repeating (if necessary) the IELTS – either for the account holder (if above 18 years old) or the Parent or Legal Guardian of any dependent under the age of 18 years

Once you login, you or the legal guardian need to click on “Book new test” (either the tab or under “Upcoming / Completed”)



Hello Legal Guardian Log out

BRITISH COUNCIL IELTS™

Your tests & results Book new test My account

Tests

Upcoming Completed

You don't have any upcoming tests booked.

[Book new test](#)

Choose the version (Academic or General Training)

Choose Test Taker – here you or the legal guardian need to specify who they are booking the test for:

[Your tests & results](#) [Book new test](#) [My account](#)

Choose test taker

IELTS Academic

Study at university at undergraduate or postgraduate level, or join a professional organisation in an English-speaking country / territory.

Who are you booking the test for?

If you book for somebody you have booked for before, we will show you the booking details you told us last time.

☐ Legal, Guardian
Date of birth: 01-01-1971

☒ Book for someone else

Click on “Book for someone else” in order to enter your dependent’s (child, etc) data.

Choose location

Then click on

Choose the country

In case you or your dependent needs special arrangements choose “Yes”

Do you need any **special arrangements** on the test date?

We ask this question because it will affect the test dates that are available.

☐ No

☒ Yes

[Read about how we can help you](#)

And then click on the list below the arrangements you need:

Which special arrangements do you need on the test day?
You will need to provide medical evidence if you have special requirements.

- ☐ Amanuensis
- ☐ Another (we'll ask you more about this later)
- ☐ Braille test papers
- ☐ Braille word processor
- ☐ Enlarged print test papers
- ☐ Extra time
- ☐ Lip-reading test version
- ☐ Special amplification equipment
- ☐ Voice-activated software
- ☐ Word processor

Please note:
All applications for special requirements must be supported by medical evidence. Your booking is not confirmed until all evidence has been uploaded after the payment.

All requests for special arrangements must be supported by medical evidence.

*Special arrangements are currently not available for the Computer Delivered version of the test – they are available **only** for the Paper Based version.*

Then choose the month(s) you wish to see the available test dates

For candidates requiring Special Arrangements: please note that the system will show sessions after a period of 6 to 8 weeks.

Please make sure you upload all supporting documents once your application has been submitted.

When do you want to sit the test?
You can choose more than one month.

2020

November

December

2021



January

February

March

Choose location

and click on

You can choose one or more locations. Some offer both Paper Based  and Computer Delivered  versions on the test.

Search for tests

Then click on

Once the “Available tests” appear click on the date you choose to sit the test:

Available tests

[Change location](#)

Please choose a test date to book:

November 2020						December >
Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

The date you choose will be marked with a different colour (blue) and underneath you see more information on the version available (here: Computer delivered version) and the venue.

Computer-delivered IELTS

 Which format is right for me?

You will take the Listening, Reading and Writing tests on **a computer**. The Speaking test is face-to-face.

Tests available on  **15th November 2020**

Athens

 **British Council Athens**
British Council



Choose this test


then choose the test start time and click on

Notes:

Computer Delivered version can be available in three different time groups (morning / afternoon / evening) on weekdays and weekends.

Paper Based version is available only in the morning on Saturdays and Thursdays.

Athens

 **British Council Athens**
British Council



17 Kolonaki Square
Kolonaki

Test start time:

Last few seats available!

Choose this test

In the next page a summary is provided before you choose Speaking Test Date and Time:

Your test selection

IELTS Academic

If you want to study at undergraduate or postgraduate level, or join a professional organisation in an English-speaking country / territory, then you should take this test.

Test fee: 205.00 EUR

Test date

IELTS Academic

Listening, Reading and Writing



Sunday, November 15th 2020

Last few seats available

Format: Computer Delivered

Choose Speaking test

Click on **Choose Speaking test** in order to proceed with choosing from available dates and times the one that is more convenient.

Continue booking

Once this is completed click on

A summary of your booking will appear before you may start entering your dependent's data:

Your chosen test

Steps

Step 1

Step 2

Step 3

Step 4

Step 5

Payment

Your chosen test is not confirmed until you have completed your booking. ✕

Your test selection is being held for the next 25 minutes. You should complete registration in this time to avoid losing this space.

Your chosen test will be held for: **24:24**

IELTS Academic

Listening, Reading and Writing



Sunday, November 15th 2020

Last few seats available

Format: Computer Delivered

Book test

Click on  and start entering the candidate's data

STEP 1:

IELTS Academic: Sunday, November 15th 2020

Your test selection is being held for the next 25 minutes. You should complete registration in this time to avoid losing this space.

Your chosen test will be held for: 19:54

Please note:

To continue with this booking you will need:

- An identification document of the test taker. Make sure you have a photocopy or a photo of the identification document at hand, as you will need to upload this as part of the booking process.
- A payment card (if you wish to pay online)

Who are you booking the test for?

We ask this question because it will affect the test dates that are available.

- ☐ Myself
- ☒ My dependent (under 18 years old)

You cannot book a test for a child under the age of 11. If your child is 18 or over, please ask them to register for themselves.

You must be the legal parent or guardian for the dependent you are booking the test for.

The information you will enter must match the identification document you will use – National Identification Card or Passport for EU citizens or Passport (only) for non EU citizens. In case of multiple names (first and or family) or different spelling, please make sure you enter them exactly as they appear on the identification document.

In Question:

What is Your relationship to the child

(i.e parent, carer, uncle etc)

This field is required.

Click on the drop down list and chose the right on.

Then enter your or your dependent's date of birth.

Then give your permission on whether your dependent will leave the examination venue unaccompanied or not. *This is not required for candidates over the age of 18 years.*

If not, you need to specify who will pick them up

☐

Yes, I give my permission

☒

No, I will specify who will pick them up

1

Test Taker's Guardian

First / given names:


Surname / family name:

What is Your relationship to the child

Telephone

2


Test Taker's Guardian

 add another

Do you confirm that the person(s) listed are authorized to collect
[REDACTED] at the end of the test, and they are over 14
years old?

☐

Yes, I confirm

Read our full child safe collection protection policy 

Add ID

Enter the candidate's address and contact details and click on

STEP 2: Enter the identification document information.

Please add the test taker ID details below.

Identification type

Passport Greece National Identity Card

Passport number

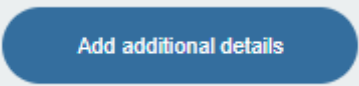
Passport expiry date

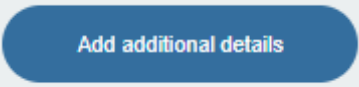
Notes: For candidates using a Greek national identity card or passport: Please enter the letters as in the ID number using Latin characters – do not use Greek characters as they will not be accepted by the system. Also, do not put any other special characters in between (like _ or – or / , etc)

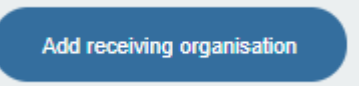
Please make sure you or your dependent presents the same (original) identification document on the day of both the written and speaking tests.

In case you or your dependent presents a different identification document then they will not be allowed to sit the test and will not be entitled to either a refund or test date transfer.

In case you or your dependent lost or replaced the identification document used for registration you must contact us **immediately** at 210 3692 333 (Monday to Friday from 09:00 to 15:00).

Click on  and proceed with entering the information in STEP 3.

Click on  and proceed with entering some more information.

Click on  and add the organisations that requested an IELTS Test Report Form.

STEP 4:

Please note:

This is optional. You can choose receiving organisations later.

Would you like to choose these organisations?

☒ I will choose these organisations later.

☐ I will choose these organisations now (You can still edit them later).

In case you click on “I will choose these organisations now (You can still edit them later)” option you need to choose the country for each organisation and then search underneath in the dropdown list. The organisations in that list have requested that they receive an automatic notification from the IELTS Results Database – usually within 48 hours from the time results are released online.

If the organisation of your preference is not listed then you need to click on [+ add a new organisation](#) and enter manually the organisation information – see below: (Your Test Report Form will be sent by ordinary post to the address provided – no tracking number will be available)

Please choose countries / territories and organisations below.

1 Choose a country / territory: [Remove](#)

United Kingdom

Organisation name: [choose organisation](#)

Search by organisation name

Name of Person/Department:

File/case number (if known):

Street Address 1:

Street Address 2:

State:

You may enter up to 5 organisations free of charge. If you require more, you need to contact the Customer Services Department at customerservices@britishcouncil.gr , to send you the form and the cost. This service is available for a period of two (2) years after the date of the written examinations.

[Review my application](#)

Once you complete this part click on [Review my application](#) to move to the next step.

STEP 5: Check the information entered in the application and if everything is correct scroll down to Terms and Conditions – you may click on them and read them before you confirm that you agree with the Terms and Conditions and the cancellation policy.

Terms & conditions

☐

I agree to the [IELTS terms & conditions](#) and [cancellation policy](#)

The British Council will use the information that you are providing in connection with processing your registration. The legal basis for processing your information is agreement with our terms and conditions of registration (contract).

[+ Read full notice](#)

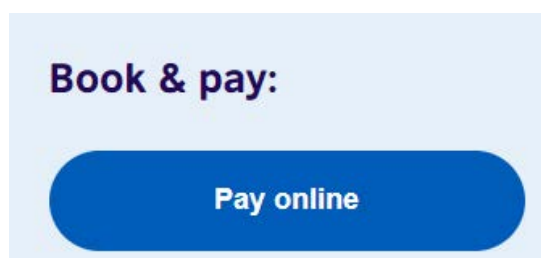
Click on

Next step:

[Payment](#)

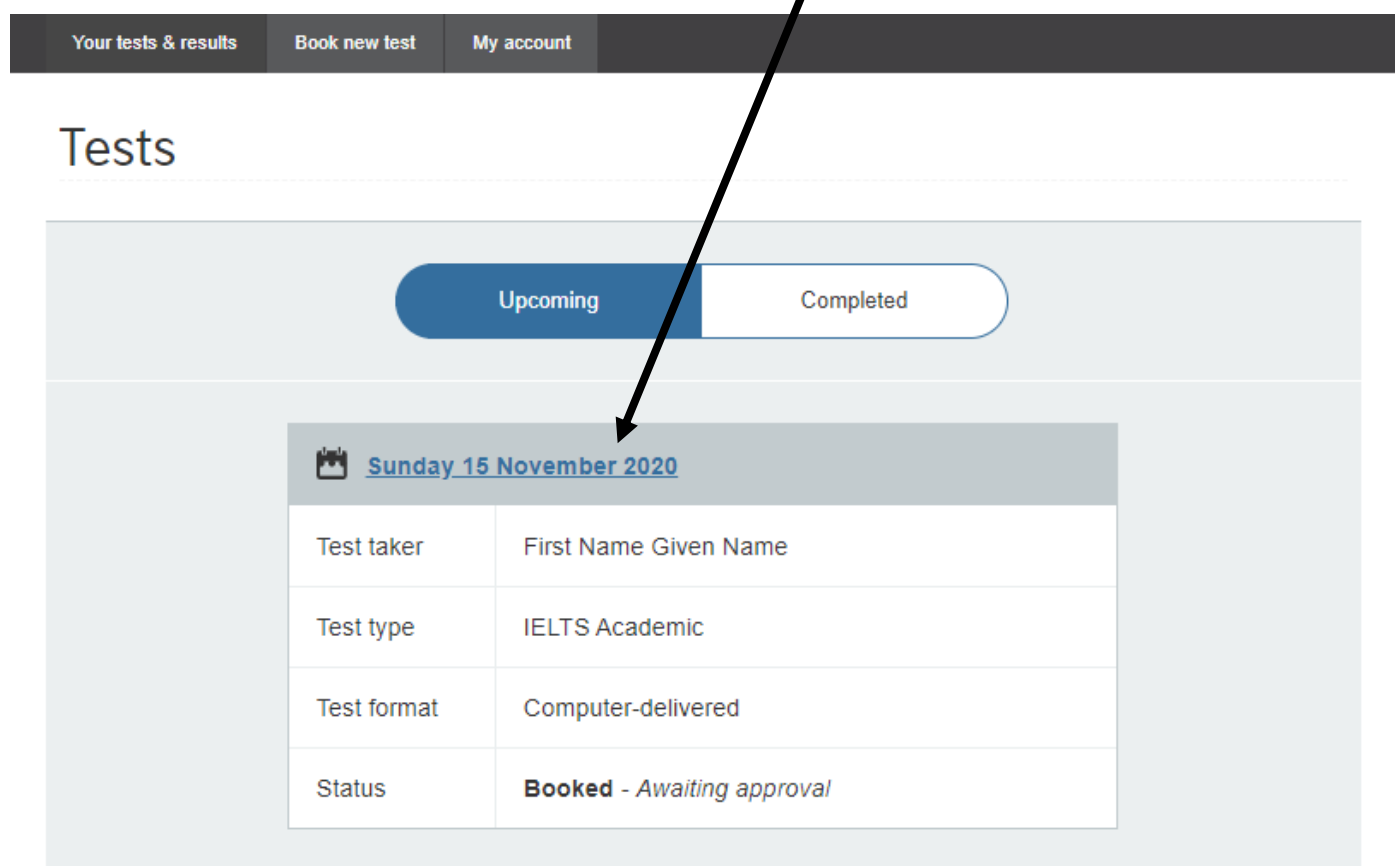
To proceed with the payment.

STEP: Online payment



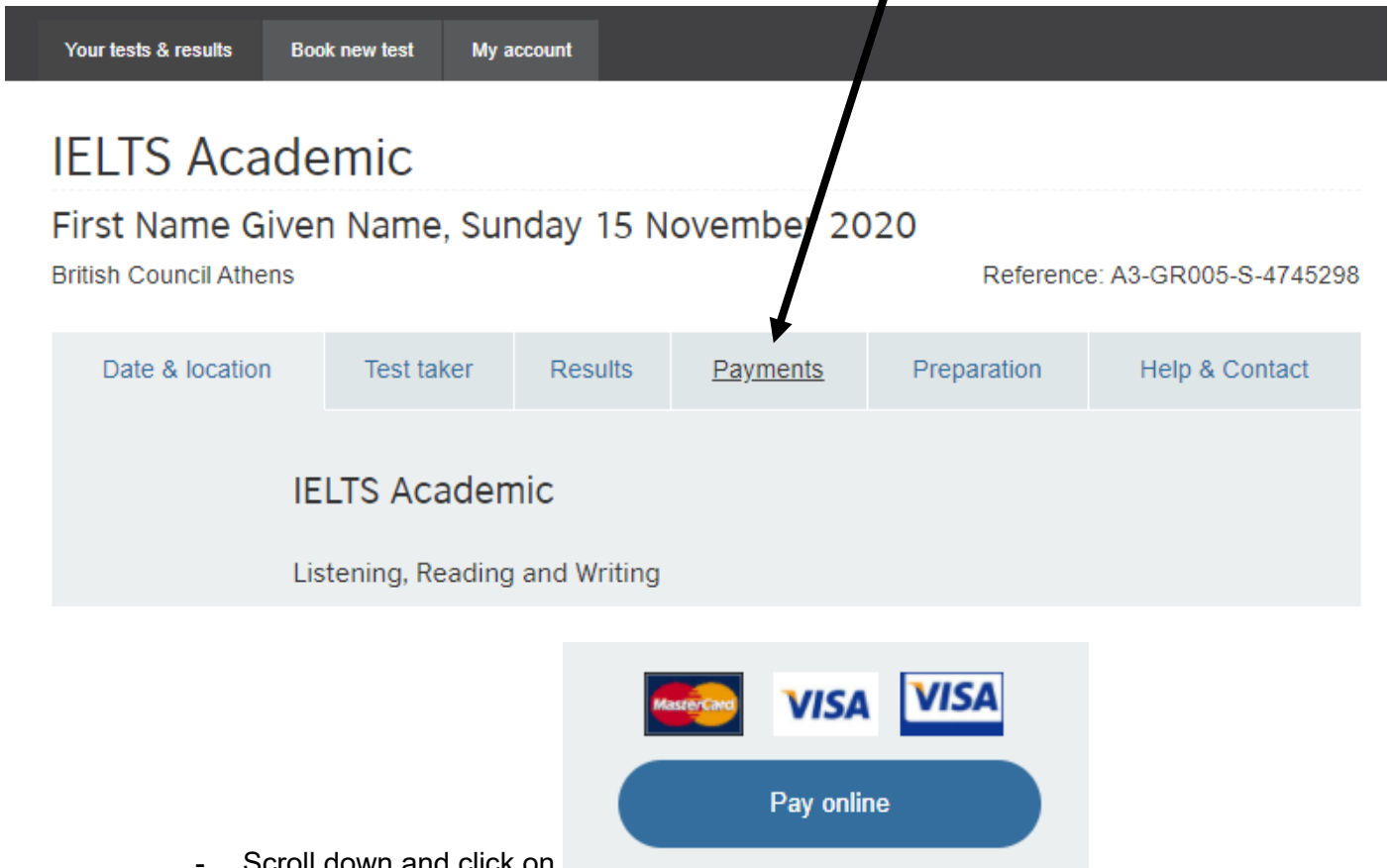
When you click on “Pay online” you will be re-directed to a safe online payment platform. Please make sure you have with you the actual card (Visa or MasterCard) in order to complete the payment.

Notes: In case the online payment is not completed you may try again – up to 3 attempts. - Login to your account and click on the examination date (Upcoming) in “Your tests & results” tab

A screenshot of a web interface. At the top is a dark grey navigation bar with three tabs: 'Your tests & results', 'Book new test', and 'My account'. Below the navigation bar is a section titled 'Tests'. Inside this section, there are two tabs: 'Upcoming' (highlighted in blue) and 'Completed'. Below the tabs is a table with a header row and four data rows. The header row has a calendar icon and the text 'Sunday 15 November 2020'. The data rows contain test details. A black arrow points from the 'Upcoming' tab to the first row of the table.

Your tests & results		Book new test	My account
Tests			
Upcoming		Completed	
Sunday 15 November 2020			
Test taker	First Name Given Name		
Test type	IELTS Academic		
Test format	Computer-delivered		
Status	Booked - Awaiting approval		

- Your application will open and then click on “Payments” tab



The screenshot shows the IELTS Academic application interface. At the top, there is a dark navigation bar with three tabs: "Your tests & results", "Book new test", and "My account". Below this, the page title "IELTS Academic" is displayed, followed by the text "First Name Given Name, Sunday 15 November 2020". The location "British Council Athens" is on the left, and the reference number "Reference: A3-GR005-S-4745298" is on the right. A horizontal menu contains six tabs: "Date & location", "Test taker", "Results", "Payments", "Preparation", and "Help & Contact". The "Payments" tab is highlighted with a blue underline, and a black arrow points to it from the instruction above. Below the menu, the text "IELTS Academic" and "Listening, Reading and Writing" is shown. At the bottom, there is a section with logos for MasterCard, VISA, and VISA, and a blue button labeled "Pay online".

- Scroll down and click on

If you experience any further issues with online payment:

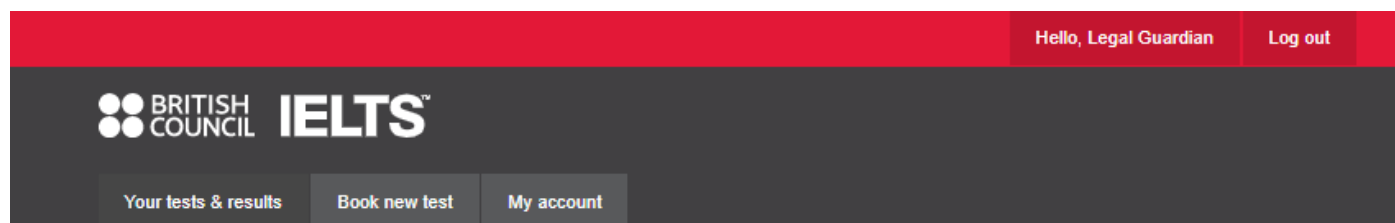
Please email us: CustomerServices@britishcouncil.gr

Completing your application:

Your application will be marked as complete once we receive the payment and your identification document.

- Uploading your Identification Document:


Login to your account in Online Registration System.



Tests

Upcoming

Completed

 [Sunday 15 November 2020](#)

Test taker	First Name Given Name
Test type	IELTS Academic
Test format	Computer-delivered
Status	Booked - <i>Action required</i>
Action	Upload identification document

Choose Upcoming and Click on the Action "Upload identification document".

Follow the instructions taking into consideration that :

- **Passport:** make sure that both the page of your personal details and the page above is included, showing just like an open book

Example:



OR

- **ID:** both sides are required.

Example:



- ID or Passport **must** be in colour and clearly visible.
- The document can be either in jpeg or pdf or png or jpg or gif form and **not** exceeding 3MB.

You can upload 2 files

At least 1 file has to be uploaded

1 Proof of ID

Choose a file

Please only upload:

- PDF, JPG, PNG, JPEG, GIF
- Files no larger than 3 MB

Upload your files

Choose the file(s) – up to two and then click on

Notes

Checking uploaded files is completed within 2 working days

In case of pending issues we will contact you directly by email or by phone